



# **MICROSOFT TEAMS**

# **USER GUIDE**



# MICROSOFT TEAMS

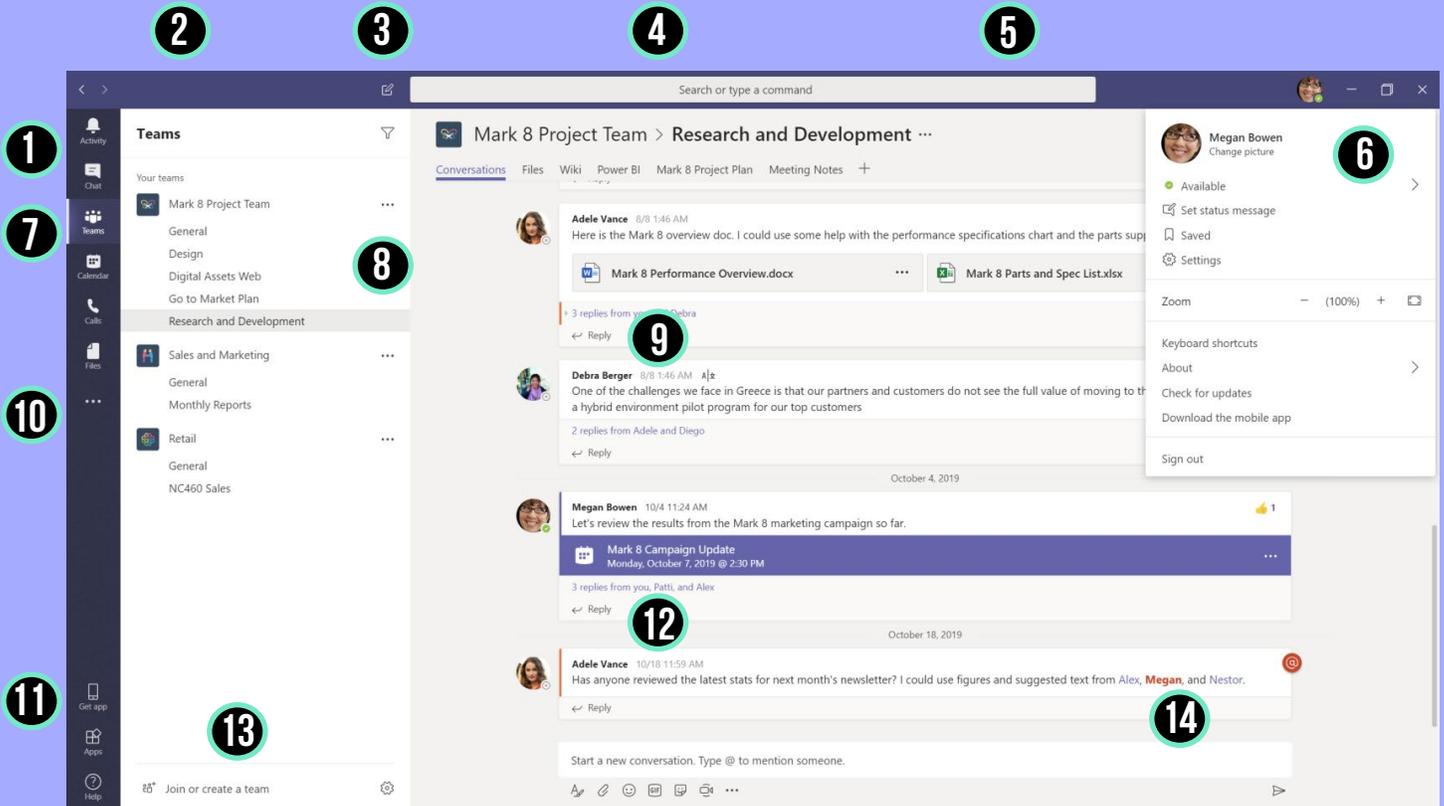
## QUICK START GUIDE

Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing. This Quick Start Guide will provide DPSS staff with instructions on how to access Microsoft Teams.

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# MICROSOFT TEAMS OVERVIEW

New to Microsoft Teams? Use this guide to learn the basics



## 1 Move around Teams

Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

## 2 Every team has channels

Click one to see the files and conversations about that topic, department, or project.

## 3 Start a new chat

Launch a one-on-one or small group conversation.

## 4 Add tabs

Highlight apps, services, and files at the top of a channel.

## 5 Use the command box

Search for specific items or people, take quick actions, and launch apps.

## 6 Manage profile settings

Change app settings, change your pic, or download the mobile app.

## 7 View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

## 8 Manage your team

Add or remove members, create a new channel, or get a link to the team.

## 9 Add files

Let people view a file or work on it together.

## 10 Find personal apps

Click to find and manage your personal apps.

## 11 Add apps

Launch Apps to browse or search apps you can add to Teams.

## 12 Reply

Your message is attached to a specific conversation.

## 13 Join or create a team

Find the team you're looking for, join with a code, or make one of your own.

## 14 Compose a message

Type and format it here. Add a file, emoji, GIF or sticker to liven it up!

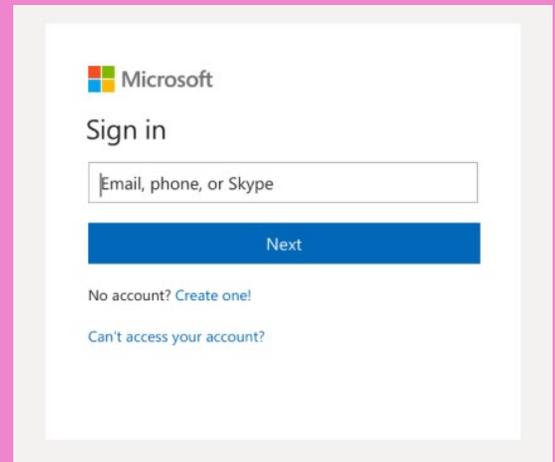
# SIGN IN

In Windows, click **Start > Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)

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# START A CONVERSATION

## With the whole team:

Click **Teams**, pick a team and channel, write your message, and click **Send**

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## With a person or group:

Click **New chat**, type the name of the person or group to the **To** field, write your message, and click **Send**

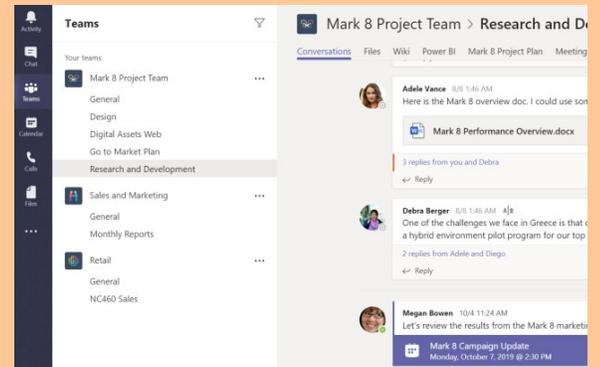
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# PICK A TEAM AND CHANNEL

A team is a collection of people, conversations, files, and tools—all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.

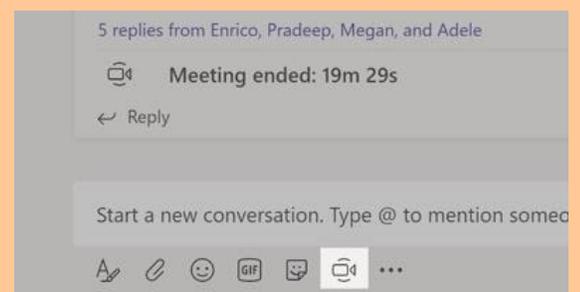
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# START A MEETING

Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

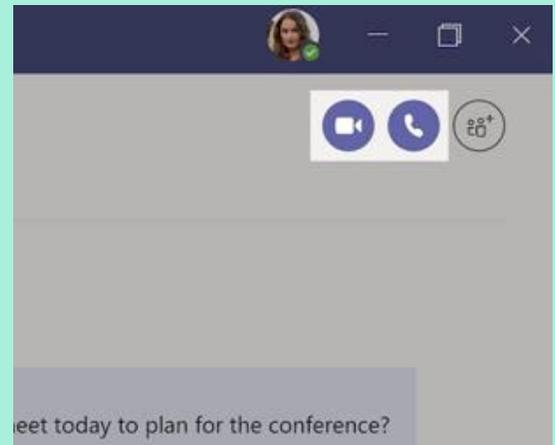
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# MAKE VIDEO AND AUDIO CALLS

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.

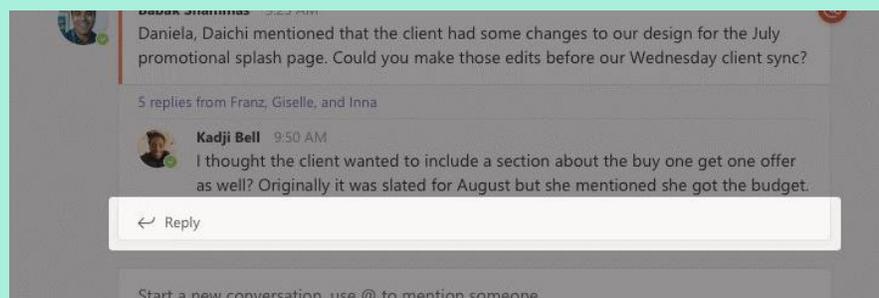
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# REPLY TO A CONVERSATION

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.

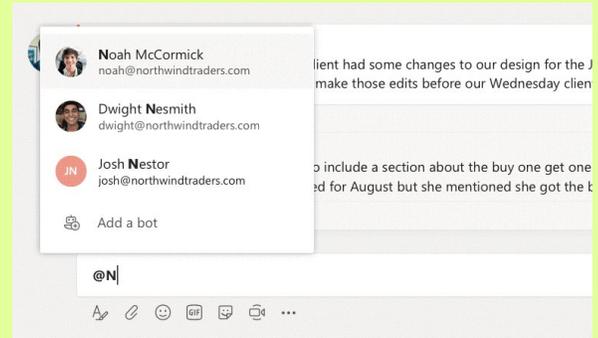
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# @MENTION SOMEONE

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel

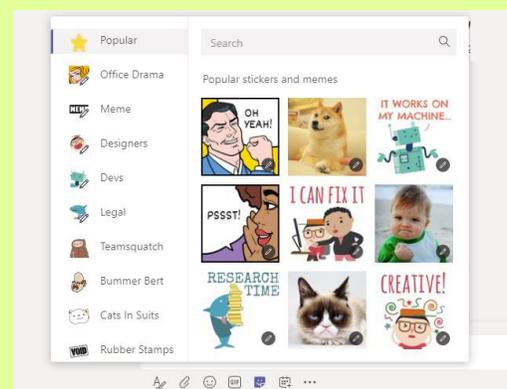
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# ADD AN EMOJI, MEME, OR GIF

Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.

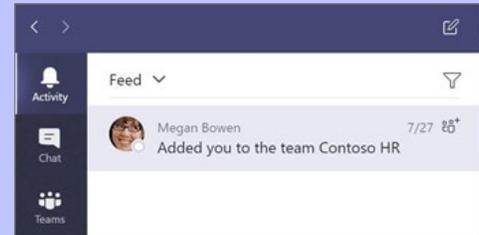
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# STAY ON TOP OF THINGS

Click **Activity** on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.

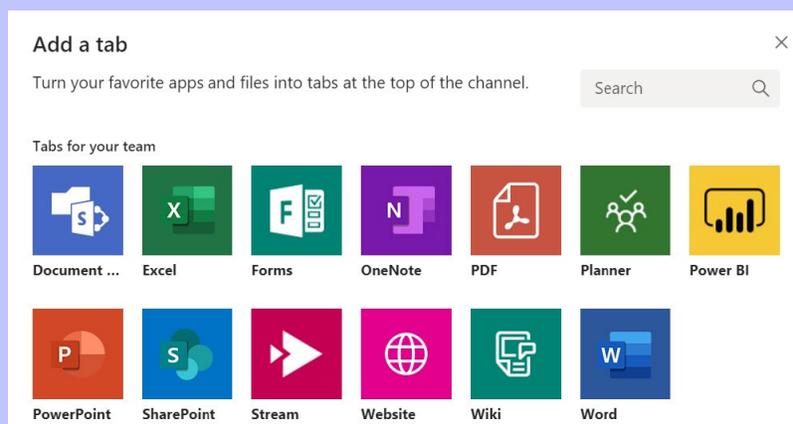
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# ADD A TAB IN A CHANNEL

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.

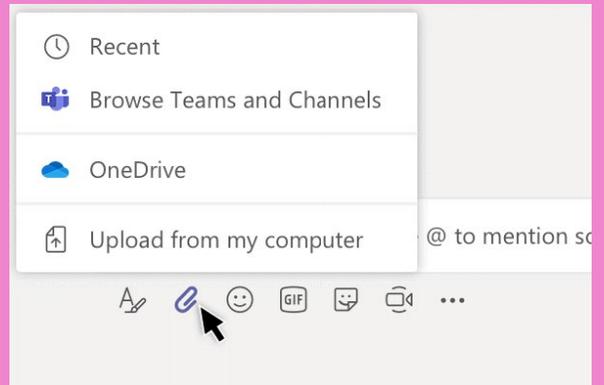
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# SHARE A FILE

Click **Attach** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.

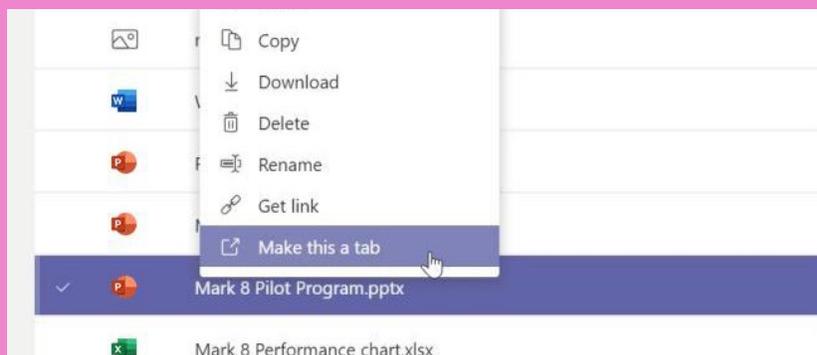
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# WORK WITH FILES

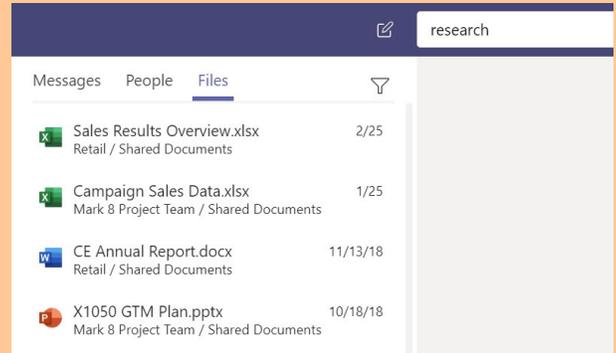
Click **Files** on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!

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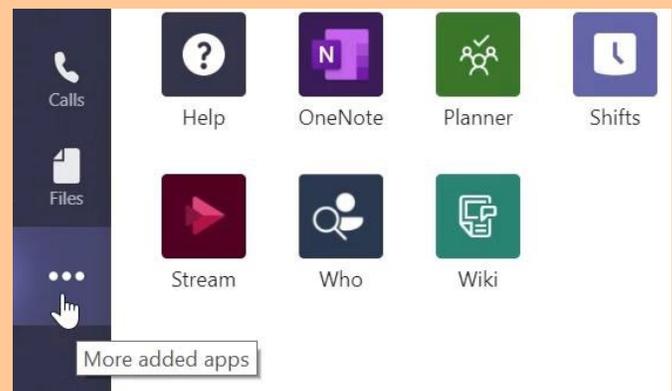
# SEARCH FOR STUFF

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



# FIND YOUR PERSONAL APPS

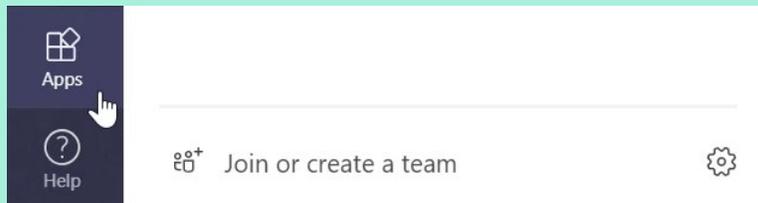
Click **More added apps** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**.



# ADD APPS

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.

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## NEXT STEPS WITH MICROSOFT TEAMS

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

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### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

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### Need additional help?

Please contact your ITTSA or the Technical Support Center at 562-345-9955 to open a ticket.